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The following is excerpted from the soon-to-be-released Spring 2006 CRT Test Coordinator's Manual, produced by Measured Progress and the Office of Public Instruction.

Recommended Testing Schedule and Test Administration Guidelines for the Spring 2006 CRT

Testing Window: March 6 – March 29, 2006

Although testing times are suggested as a minimum guideline, please remember that the CRT Assessments are not timed. These tests are performance assessments; therefore time limits should not be strictly enforced. Students should be allowed to continue as long as they are working productively. However, the amounts of testing time indicated in the charts below reflect time ranges most students should need to complete the assessment. If a student needs additional time beyond the suggested time range, move the student to a designated area. Schools should set aside a separate classroom space on testing days to continue testing for any student who needs more than the scheduled time per session to finish his/her work. If additional classroom space is not available, schools may consider using the guidance office for this purpose. After the students who required additional time has completed their test, code the additional time as a standard test accommodation.

If students complete a test session early, those students may go back and check work in that session of the test only or close the test booklets and sit quietly. Students may not work on any other session of the test. Plan an activity for students to do when they finish each session. Since some students will finish early, it is important for them to be quietly occupied so they will not disturb those students who require more time.

The test sessions and estimated time to complete each session are shown in the charts on the following pages.

Recommended Testing Schedule

Grades 3 – 8 Recommended Reading Testing Schedule		
DAY 1 Reading	Test Activity	Time Range (in minutes)
	General Instructions	5-10
Session 1	Reading Session 1	45-55
DAY 2		
Session 2	Reading Session 2	45-55
	Break	
Session 3	Reading Session 3	45-55

Grades 3 – 8 Recommended Mathematics Testing Schedule		
DAY 3 Mathematics	Calculators ARE allowed	Time Range (in minutes)
Session 1	Mathematics Session 1	45-55
	Break	
Session 2A	Mathematics Session 2A	20-30
DAY 4 Mathematics	Calculators are NOT allowed	
Session 2B	Mathematics Session 2B	20-30
	Break	
Session 3	Mathematics Session 3	45-55

Grade 10 Recommended Reading Testing Schedule		
DAY 1 Reading	Test Activity	Time Range (in minutes)
	General Instructions	10-20
	Break	
Session 1	Reading Session 1	50-60
DAY 2		
Session 2	Reading Session 2	50-60
	Break	
Session 3	Reading Session 3	50-60

Grade 10 Recommended Mathematics Testing Schedule		
DAY 3 Mathematics	Calculators ARE allowed	Time Range (in minutes)
Session 1	Mathematics Session 1	50-60
	Break	
Session 2A	Mathematics Session 2A	20-30
DAY 4 Mathematics	Calculators are NOT allowed	
Session 2B	Mathematics Session 2B	20-30
	Break	
Session 3	Mathematics Session 3	50-60

Guidelines on Test Administration

- For scheduling purposes, each session must be treated as an intact unit. That is, once students start a session of the test, they must finish it within the session block; under no circumstances may they go back to complete or revise an earlier session once they have moved on to another session.
- Total testing time is approximately 4.5 hours. Scheduling the different test sessions over the course of at least three to four days is advised to minimize student fatigue and allow students to do their best work on the test. Test sessions may be scheduled to fit the overall school schedule. In math, the calculator sessions must be done first, and then the calculators should be put away.

- It is recommended that the sessions be given in the order presented in the test booklet. However, a school may choose to alternate reading and math sessions as long as the calculator sessions are completed before the non-calculator sessions.
- The test should not be administered to several classes of students grouped in one large room, such as a cafeteria or an auditorium. The test is designed to assess a wide range of student abilities and to provide information to schools and districts about student performance. All students should be tested in surroundings that will provide them with the opportunity to do their best work on the assessment. In schools where students in several classes are being tested, each classroom of students should take the same test session simultaneously.
- Testing schedules should be arranged so students do not become fatigued. Especially for fourth-grade students, Measured Progress recommends that these students not be tested any longer than two hours in any one day, with at least a one-hour break between any of the two hours of testing. We recognize that this might not be possible or even the most convenient schedule for your students, but we urge you to space sessions appropriately.
- Be sure that the test administration sessions do not conflict with regularly scheduled daily activities, such as recess, snack breaks, and lunch. Sufficient time should be allowed for continuous administration of each test part.